



Lawyer Tutorial for Report Filing, Payment of Fees, and Other Functions

December 2016

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INTRODUCTION

Online filing of your annual continuing legal education (CLE) report and annual client security report and payment of associated annual fees are completed at the professional regulation site, at **<http://www.iacourtcommissions.org>**. Online filing is mandatory. There is no additional charge for this method of filing.

You received the user name and password you must use to gain access to the site in a separate mailing within 60 to 90 days after your admission to the Iowa bar, or in a separate mailing if you were an existing member of the Iowa bar in 2006. If you do not know your user name and password, you may call the Office of Professional Regulation at (515) 725-8029 to request your user name and a password reset. The Office of Professional Regulation can reset your password for you, but the process sometimes is not immediate, so you should allow time for this process if it is necessary.

GENERAL INSTRUCTIONS ON PROFESSIONAL REGULATION ONLINE ACCESS

Browser

The site has been tested most extensively using Internet Explorer as a browser. Firefox, Opera, Google Chrome, and other browsers should function also, but have not been tested extensively.

Screen Size

The optimum screen resolution for viewing and using the web pages on the site is 1024 x 768, with text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 x 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and use some of the pages. If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or boost your screen resolution.

Preparation for Filing Annual Reports

You will find it helpful to have a rough list of your pooled (IOLTA) trust accounts, with bank names and account numbers, before you begin the process of submitting your annual reports. If you have not maintained your CLE transcript during the year, you will find it helpful to have a list of the CLE events you attended during the year, with activity numbers if possible. The site generally is ready to accept annual reports around December 26th of each year (e.g. the site will be ready to accept the reports due March 10, 2017 in December of 2016).

Screen Narratives

Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process.

Payment of Fees

Fees associated with your reports are payable at the time a report is submitted. The professional regulation site will accept payment by Mastercard, Visa, or Discover, so you will want to have your credit card information available when you file your reports. E*check is available also. Should you choose the e*Check payment option, you will need your bank routing and account numbers.

If You Want to Stop a Process

You can halt a process at any time and return to the menu of options available to you, by clicking on the entry [My Account Page for Lawyers] on the menu on the left side of your screen.

If You Need Help

General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the credit card payment mechanism, and assistance with substantive aspects of the site, such as CLE or Client Security reporting requirements, extensions, approval or CLE events or similar matters, is available during normal business hours (Mon-Fri, 8a.m.-4:30 p.m.) at the Office of Professional Regulation, 515-725-8029.

ACCESSING THE PROFESSIONAL REGULATION SITE

The web address for the professional regulation site is: <http://www.iacourtcommissions.org>.

To access the site, open Internet Explorer or another web browser, and type or paste this web address into the address window. A popup notifying you that you are accessing a non-secure page may appear - just answer that you want to proceed, and the front page of the professional regulation site should open.

Searching the Database of Approved CLE Events

On the left side of the front page of the site appears a menu of items, one of which is entitled [Search CLE Events]. The CLE search utility allows anyone to search the database of CLE events submitted to the Commission on Continuing Legal Education (CLE) for review. You do not need to be logged in to the site as a user to search the CLE event database. When you click on this menu item, the explanation page shown at the right will appear.

Clicking [Continue] on the explanation page will cause the actual search page to appear.

Search Continuing Legal Education Events

This process allows a user to view the programs and classes submitted by a sponsor for approval by the Commission on Continuing Legal Education. All of the programs and classes submitted by the sponsor during at least the past two years will be listed, in descending chronological order. The current status — Approved, Denied, Cancelled or Need More Information — will be shown for each class session. Classes that have a status of Pending will not be shown. The user may narrow the display of programs by entering a keyword search or terms before hitting the "Find Now" button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the sponsor will be shown and will be available for download.

Important Note: The "Field of Practice" designation is provided by some CLE sponsors only as an aid to lawyers seeking programs or classes pertaining to particular subject matter.

Continue

You may conduct a basic keyword search of the database, or an advanced search using more refined search parameters. To conduct a search, enter your desired search terms in the desired windows, and then click the [Find Now] button.

***Tip:** It is possible to bookmark this actual search page for future use, so that you need not view the explanation page every time you access the search utility.

Continuing Legal Education Events - Basic Search

NOTE: You must provide a value for at least one of the fields below.

Keyword Search:

Find Now

OR

Continuing Legal Education Events - Advanced Search

Activity ID:	<input type="text"/>
Sponsor Name or Acronym:	<input type="text"/>
Program Name:	<input type="text"/>
Program Description:	<input type="text"/>
Country:	<input type="text" value="Any"/>
Location City:	<input type="text"/>
Location State:	<input type="text" value="Any"/>
Start Date(mm/dd/yyyy):	<input type="text"/>
End Date(mm/dd/yyyy):	<input type="text"/>
Credit Hours Approved:	<input type="text"/>
Ethics Hours Approved:	<input type="text"/>
Field Of Practice:	<input type="text" value="Any"/>
Class Type:	<input type="text" value="Any"/>
<input type="button" value="Find Now"/>	

Logging In

Most site functions for lawyers require that you log in as a user. Near the top left corner of the front page, you will see two windows labeled



“Username / Account ID” and “Password.”

Type the user name and password you received at the time of your admission (or in a separate mailing) in the appropriate windows, and then click the [Login] logo directly under the Password window.

The very first time you log in, you will be shown the Enterprise Authentication and Authorization (A&A) page described below.

***Tip:** These entries are extremely case-sensitive.

IOWA JUDICIAL BRANCH
Office of Professional Regulation

Home Login Lawyers Lawyer Admissions Law Firms CLE Sponsors Shorthand Reporters IOLTA Public Tutorials

Username/Account ID
Password
Login Forgot Password

For assistance with use of this site, please call the Office of Professional Regulation at 515-725-8029. Assistance is available during normal business hours. The assistance available includes help logging in to the site, lost passwords, CLE and client security reporting requirements, extensions, approval of CLE events, or similar matters.

This website will be down every day between the hours of 1:30am and 5:00am due to database maintenance.

Home

Recent Disability and Discipline Orders

New Pro Hac Vice Attorney Registration

Apply To Be A CSR

New CLE Sponsor Registration Request

New CLE Sponsor Contact Registration

New IOLTA Contact Registration

New Law Firm Contact Registration

Contact Us

Welcome

Welcome to the public services page of Iowa Supreme Court Office of Professional Regulation. The clickable menu options on this page allow any member of the public to access a range of services. Lawyers, certified shorthand reporters, IOLTA banks and sponsors of continuing legal education events may log in to their accounts using the Username and Password fields on the left side of this page. A short description of each available service is found in the description box.

Search

[Search Certified Shorthand Reporters](#)

[Search Lawyers](#)

[Search CLE Sponsors](#)

[Search CLE Events](#)

[Search Disability and Discipline Orders](#)

Pro Hac Vice Attorneys

[Register as Pro Hac Vice Attorney](#)

[Search Pro Hac Vice Attorneys](#)

[Get Complete List of Pro Hac Vice Attorneys](#)

What's New

Notes for the 2017 Report Filing Season for Attorneys:
Filing season for the annual client security and continuing legal education (CLE) reports due March 10, 2017, will begin on December 26, 2016. Until December 26, attorneys may log in to their account page to add CLE events to their transcripts or request an extension of time to complete CLE requirements. Annual reports will be accepted beginning December 26.

Enterprise Authentication and Authorization (A&A)

The first time you access the professional regulation site, you will be directed to the Enterprise Authentication & Authorization system to set up your Identity Baseline.

Setting up your Identity Baseline provides you the ability to reset your password if you should forget it in the future.

To start the Identity Baseline process, carefully read the page at the right when it appears, and click on [Setup Identity Baseline] to continue.

IOWA JUDICIAL BRANCH

Username:
Password:
Login
Forgot Password
Home
Search CLE Events

Supreme Court Commissions uses ITE'S Enterprise Authentication & Authorization system which provides users, such as yourself, the ability to reset your password if you should forget it. To facilitate this, we require you to provide us with question and answer pairs which are referred to as your identity baseline. It is important that you select and answer your questions carefully on the screens that appear during the identity baseline process that follows.

To set up your identity baseline, please click on this link: [Setup Identity Baseline](#)

If you are asked to "Select an Application" for which you are completing this question and answer process, select "Supreme Court Commissions" for the application from the pull-down menu. You will be required to input your username and password as part of this process. When you have completed this process, you will need to logout of the identity baseline process and then log in again at <http://www.iacourtcommissions.org> with your user name and password.

In the event you forget your password in the future, you will be provided with a link that states something like "forgot your password" from the login screen. If you click that link you will be brought to an identity baseline verification page that will allow you to provide the answers to the questions you selected. Once you answer all questions correctly, you will be able to change your password.

If you have questions regarding the operation of this system, please contact ITE's Help Desk at 515-281-5703. ITE would like to thank you for your participation in this project.

The site interface with the Enterprise A&A function is designed to automatically set “Supreme Court Commissions” as the application for you, so the page at the right should not appear.

***Tip:** If this page does appear, select “Supreme Court Commissions” from the pull-down menu and then click [Next].

The page shown at the right will appear. You will need to enter your user name and password as shown on the instruction letter you received from Court Commissions, and then click the [Next] button.

***Tip:** Your User ID on this screen is the same as your user name on the first login screen.

After you have entered your user name and password, the page shown at the right will appear. Verify that Supreme Court Commissions and your username are shown in Step1 and Step 2, and then click on the [Log On] button under Step 3 to proceed to the next page.

The page shown at the right will appear, offering you two menu options. Click on the [Identity Baseline] button to begin the process of creating your Identity Baseline.

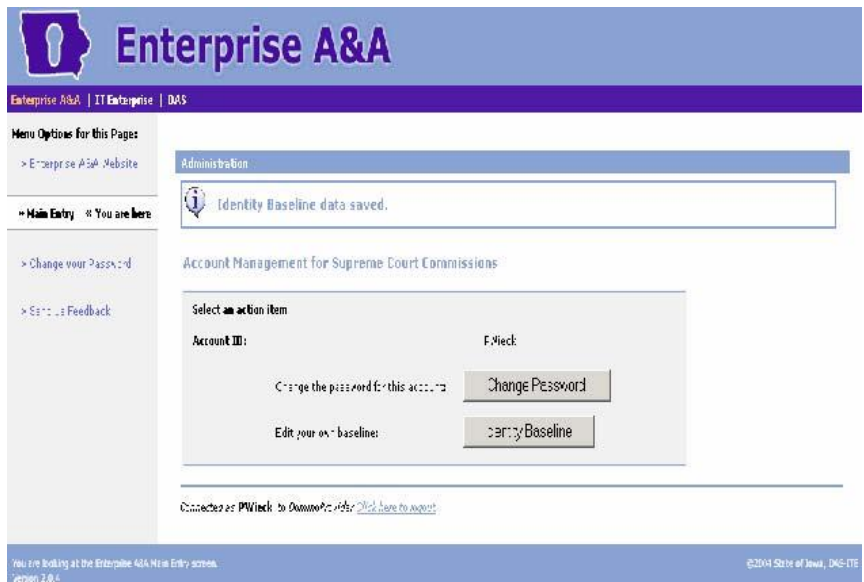
The page shown at the right will appear. On this page, you must select your two baseline questions from the pull-down menus, and input and confirm your answers to each of these questions. When you have finished selecting your baseline questions and confirming your answers, click the [Save Identity Baseline] button to return to the A&A menu page.

***Tip:** Record the questions and answers you entered on this page for future use.

After you have entered your baseline questions and answers, you will be returned to this page, which will confirm that your identity baseline information has been saved.

You may now click on the “Click here to logout” logo near the bottom of the page to log out of the A&A process.

***Tip:** You must log out of this A&A utility to get to the CLE and CS reporting site.



When you log out of the A&A function, you will be shown this page. You will then need to manually direct your Internet browser back to the professional regulation site (<http://www.iacourtcommisions.org>) and log in to the site again using your username and password, at which point you will see the main menu for lawyers.



Navigating the Menu Page

Enter your user name and password, and click the [Login] button; your personal menu page entitled “My Account Page for Lawyers” will appear.

This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process. These are grouped into General functions, Client Security functions, CLE functions, and Judicial Nominating Election functions.

The menu items available to you may vary depending on your status. For example, lawyers registered as multijurisdictional practitioners should not see menu items pertaining to CLE reporting, but should see the menu items pertaining to General Functions and Client Security Functions.

My Account Page for Lawyer

PAUL H. WIECK II
Commission ID: 13939
ICIS PIN: AT0008523
Click box below to perform the task.

General Functions	CLE Functions
Maintain Personal Information	Maintain CLE Transcript
Apply for Certificate of Exemption	Submit Annual CLE Report
Request Reinstatement Instructions	Submit CLE Program
Review Payment History	Review Submitted CLE Programs
View Compliance History	View Prior Annual CLE Reports
Tutorial	File for Regular CLE Extension
Video Tutorial	Submit CLE Report By Reciprocity

Judicial Nominating Elections	Client Security Functions
Email Nominating Petition	Submit Annual Client Security Report
Vote in Current Election	View Prior Annual Client Security Reports

The second component is a brief summary of matters pertaining to you, including outstanding but unpaid fees, your current CLE status, a general reminder for everyone regarding annual Client Security reports, and any pending CLE extension or exemption requests pertaining to you. The education status report is based on the last CLE report filed and your current CLE transcript, and will update whenever a change is made in your transcript and when you file your annual CLE report.

Outstanding Transactions

No Outstanding Transactions

Education

2012 Continuing Legal Education Hours Attended to Date:	9.0	2012 Legal Ethics Hours Attended to Date:	3.5
2011 Hours Carried Forward:	14.25		
Total Continuing Legal Education Hours to Date:	23.25		
Less 2012 Requirement:	15.0		
Projected Continued Legal Education Hours Carried Forward:	8.25		

To record CLE hours, click on "Maintain CLE Transcript" above and enter the new information.

Current News

A fee of \$10 for support of the CLE system will be collected with your annual CLE report during 2012.

The annual fee for support of the disciplinary system is \$175 for 2012. Approximately \$11 of this fee will support the Iowa Lawyer Assistance Program during 2012. The fee for support of the disciplinary system will be collected with your annual client security report. No special assessment will be collected for the Client Security Trust Fund during 2012. However, those lawyers who have not already paid at least \$200 to the Client Security Trust Fund will have a regular assessment of \$25 or \$50, depending on their license category, to pay with the client security report.

The Office of Professional Regulation has changed the payment engine used to collected fee payments. The new payment engine accepts Mastercard, Visa, Discover card, or E*check payments.

Extension and Exemptions

Approved Extensions	No Extensions
Requested Extensions	No Extensions
Exemptions	No Exemptions

This menu page lists the services available to lawyers from the Commission on Continuing Legal Education (CLE) and the Client Security Commission. The primary purpose of this page is to allow Iowa lawyers to maintain their personal information, maintain their CLE transcript, submit annual reports and accomplish other routine actions related to their license to practice law in Iowa.

Maintain Your Personal Information

You should review and update your personal information the first time you access the professional regulation site, any time thereafter that your personal information changes, and each year before you submit your annual reports.

To start this process, click on the menu item [Maintain Personal Information] under the General Functions heading.

The page depicted at the right will appear, showing the personal information currently stored in the database regarding you.

***Tip:** The first time you perform this function, you may need to enter your gender and the county of your residence before the system will allow you to complete this function.

Important Note: Your business address, business city, business state and business telephone number will be made available to the public via the public data interface. If you do not want this information shared with the public, do not enter data in these fields or remove the existing data in these fields. If you do this, be sure to select your home address as the desired address for mailings to you. Home addresses and home telephone numbers are not shared with the public.

Step 1 - Maintain Personal Information

Required fields are identified by an asterisk (*)
[Click here to learn how to change the read-only items.](#)

Name: PAUL H. VIECK II
 SSN:

Business Address 1:
 Business Address 2:
 Business Address 3:

*Business Country:
 Business City:
 Business State:
 Business Province:

Business Zip/Postal Code:
 Zip Plus 4:

Admission Date (mm/dd/yyyy): 06/18/1982
 Admission Type: Examination
 Commission ID:

Client Security Status: Government Lawyer
 CLE Status: Active
 Firm Name: IOWA SUPREME COURT COMMISSION
 Position in Firm: EXECUTIVE DIRECTOR

*Gender:
 Date Of Birth:

Business Phone Number: Ext.
 Business Fax Number:
 Mobile Phone Number:

*Home Address 1:
 Home Address 2:
 *Home State:
 Home Province:
 *Home Zip/Postal Code:
 Zip Plus 4:

Address to use for Correspondence: ☐ Home ☒ Business
 *Home Phone Number: Ext.
 Home Fax Number:
 *County of Residence:
 Email Address 1:
 Email Address 2:

Your business address, business city, business state and business telephone number will be made available to the public via the public data interface. If you do not want this information shared with the public, do not enter data in these fields and remove the existing data in these fields. If you do this, be sure to select your home address as the desired address for mailings to you. Home address and home telephone numbers are never shared with the public.

When you are done entering the information specified on the page during Step 1, click [Continue]. If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed.

If your changes are accepted, you will be shown a page like the one to the right, marked "Step 2," for your review. If you are satisfied with the accuracy of the information shown on this page, click [Submit] to finish this process and return to the main menu. If you are not satisfied with the information on this page, you may click the [Back] button to return to Step 1.

Step 2 - Maintain Personal Information
Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Name: PAUL H. VMECK II
SSN:
Business Address: Judicial Branch Building
Business Address 2: 1111 East Court Avenue
Business Address 3:
*Business Country: United States
Business City: Des Moines
Business State: Iowa
Business Province:
Business Zip/Postal Code: 50325
Zip Plus 4:
Admission Date(mm/dd/yyyy): 06/18/1982
Admission Type: Examination
Commission ID:
Client Security Status: Government Lawyer
CLE Status: Active
Firm Name: IOWA SUPREME COURT COMMISSIONS
Position in Firm: EXECUTIVE DIRECTOR
*Gender: M
Date Of Birth: 09/07/1952
Business Phone Number: (515) 725-8029 ext.
Business Fax Number: (515) 725-8032
Mobile Phone Number:
*Home Address 1:
Home Address 2:
Home Address 3:
*Home Country: United States
*Home City: Des Moines
*Home State: Iowa
Home Province:
*Home Zip/Postal Code: 50325
Zip Plus 4:
Address to use for Correspondence: Business
*Home Phone Number:
Home Fax Number:
*County of Residence: Polk
Email Address1:
Email Address2:

Back Submit

Maintaining Your CLE Transcript

***Tip:** Your CLE transcript is available to you for maintenance at any time during the year. The classes recorded on your transcript form the basis for your annual CLE report. We recommend that you use the transcript maintenance utility to track your CLE attendance throughout the year, by adding the events and the hours you actually attended at each event as you attend them during the year. This technique will greatly expedite filing of your annual report at the end of each year. You will find it helpful to have at least a rough list of the CLE events you attended, with activity numbers if possible, before you begin the process of updating your CLE transcript.

To start this process, click on the menu item [Maintain CLE Transcript] under the CLE Functions heading. The explanation page shown at the right will appear.

After you have read the instructions noted on this page, click [Continue] to proceed to the transcript utility.

Maintain CLE Transcript

This process is used to maintain a transcript of the accredited continuing legal education (CLE) activities and legal ethics activities you attend. Only activities accredited by the Iowa Commission on CLE count in fulfilling your requirements. The transcript utility will not allow you to claim credit for any activity not approved by the commission. Every activity accredited by the Commission has been issued an Activity ID Number.

The credit hours approved and ethics hours approved for a class are the maximum hours a lawyer may claim on their annual CLE report. The transcript maintenance utility will not allow you to claim more regular hours or ethics hours than were approved by the commission for a particular class.

The annual limits on the amount of computer-based CLE that may be claimed are not applied as a part of the transcript maintenance utility. You should list all of the computer-based CLE you attend on your transcript, even if it exceeds six hours. The annual limits on computer-based CLE will be applied automatically on your regular CLE report (if applicable) when you file it.

Continue

Adding events to the transcript is a two-step process:

First, use the Search Form to locate the event you attended. You may search by Activity ID Number, date, keyword, or by area of law. A keyword search may be based on the seminar name, the sponsor name or the manner of presentation (e.g., telephone or webcast).

Once the search result has returned the correct CLE event in the first block, click the [Add] button to add that event to your transcript detail.

***Tip:** Because Sponsor names may be abbreviated, or titles inexact, a search by date is often the quickest way to find your event.

Step 1 - Maintain CLE Transcript

Search Form

Activity ID:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Keyword:

Field of Practice:

Search Results

Activity	Sponsor	Course Title	Start Date	End Date	City	Class Type	Area of Law	Total Hours Approved	CLE	Ethics	Add
34200	AMERICAN CONFERENCE INSTITUTE	CONSUMER BANKRUPTCY REFORM WORKSHOP C-SEE 34197--	01/26/2006	01/26/2006	Miami	Standard (live)	Any	3.0	0.0		<input type="button" value="Add"/>

1 Results Found

Second, fill in the windows in the transcript detail to specify how many regular hours and ethics hours you actually attended at each event. Once you have added the desired events to the transcript detail block and specified the actual hours attended, you should click the [Save] button to save the changes you have made to your CLE transcript.

***Tip:** If you add one event to your transcript and immediately mark your actual attendance hours for that event in the transcript detail, be sure to click the [Save] button before you go back to the Search Form to locate another seminar or event. An alternative approach is to use the Search Form to add all the events you have attended to the transcript, then record the actual attendance hours for all of these events in your transcript detail before clicking the [Save] button.

Transcript Details

CLE Hours Forwarded From Previous Year: 28.75

Current Transcript Details

Activity	Sponsor	Course Title	Start Date	End Date	City	Class Type	CLE	Ethics	Total Hours Approved	Total Hours Attended	CLE (includes ethics hrs)	Ethics	Delete
34200	AMERICAN CONFERENCE INSTITUTE	CONSUMER BANKRUPTCY REFORM WORKSHOP C-SEE 34197--	01/26/2006		Miami		3.0	0.0			<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="button" value="Delete"/>

total 0.00 total 0.00

Prior CLE Report Classes

Activity	Sponsor	Course Title	Start Date	End Date	City	Class Type	CLE	Ethics	Total Hours Approved	Total Hours Attended
23571	2004 CLE HOURS	2004 CLE HOURS	01/01/2004	12/31/2004	Des Moines	Standard (live)	15	0	43.75	10.25

Once you have finished adding events to your transcript and have clicked the [Save] button to retain the information, you will see a new edition of the page stating that your transcript was saved successfully. You then may click the [Go To My Account] button to return to the main lawyer menu.

Preparation Credit for Teaching at Accredited CLE Events

You may claim one hour of preparation credit for each hour of accredited continuing legal education for which you prepare written materials and present, up to a maximum of three (3) hours per calendar year. Preparation credit counts against the regular attendance requirement of fifteen hours per calendar year, but not against the attendance requirement for legal ethics. Hours of preparation credit in excess of three (3) do not carry over to a subsequent year. Preparation credit may not be claimed if you prepare written materials but do not make the presentation or serve on a panel of speakers; make a presentation or serve on a panel of speakers but do not prepare written materials; prepare a course directed primarily to persons preparing for admission to practice law; or if you receive compensation, other than reasonable expenses, for preparing or presenting the continuing legal education.

To claim the preparation credit for CLE presentations you made during 2016, you should use activity ID number 214549. You are entitled to claim normal CLE credit for an event at which you make a presentation also. For example, if you attend all six hours of a six hour CLE event and make a presentation for one hour at that event, you can claim the normal six hours accredited using the activity ID for that event, and you can claim one hour of preparation credit under activity ID 214549. If you make CLE presentations at more than one event during 2016, you may claim preparation credit for all the events at which you present, using activity ID 214549, up to the maximum of three hours. (The activity ID number used to claim preparation credit will change every year – it will be different for CLE presentations you make during 2017.)

Submit Your Annual CLE Report

Before you begin the process of filing your annual CLE report, you should:

- 1) add all of your CLE attendance information for the year to the transcript utility and save the information there;
- 2) review your personal information for accuracy;
- 3) have your Visa, Mastercard, Discover, or e*Check information available to pay the filing fees.

To start the process of filing your annual CLE report, click on the menu item [Submit Annual CLE Report] under the CLE Functions heading.

You will be shown a screen similar to the one on the right, which displays your current personal information and your current transcript of CLE events for the reporting year. You should review both the personal information and the CLE transcript for accuracy.

If you need to update the personal information, click the appropriate button at the bottom of the page to access the [Maintain Personal Information] utility.

If you need to update the transcript of CLE events for the reporting year, click the appropriate button at the bottom of the page to access the [CLE Transcript] utility.

Step 1 - Submit Annual Continuing Legal Education Report

Please review the following information and click "Continue":

Name: PAUL H. WILCK II
Firm Name: IOWA SUPREME COURT COMMISSIONS
Position: EXECUTIVE DIRECTOR
Commission III:
SSN:

Business Address:

Address 1: Judicial Branch Building
Address 2: 1111 East Court Avenue
Address 3:
Country: United States
City: Des Moines
State: Iowa
Province:
Zip/Postal Code: 50325 -
Business Phone: (515) 725-8029
Business Fax: (515) 725-8032

Home Address:

Address 1:
Address 2:
Address 3:
Country: United States
City: Des Moines
State: Iowa
Province:
Zip/Postal Code:
Home Phone:
Home Fax:
Resident County: Polk

Legal Education Attended:

Activity #	Sponsor	Course Title	Start Date	End Date	City	Class Type	Total Hours	CLE Ethics
29827	WIN CLE	14TH ANNUAL AGRICULTURAL & RURAL LAW INSTITUTE	04/01/2005	04/01/2005	Charlottesville	Standard(1 vs)	6	0
33077	STEELE EDUCATION SERVICES	BANKRUPTCY ABUSE PREVENTION & CONSUMER PROTECTION ACT OF 2005	06/29/2005	09/29/2005	Omaha	Standard(1 vs)	6	0
33532	IOWA STATE BAR ASSOCIATION	COMMERCIAL & BANKRUPTCY SEMINAR	06/30/2005	09/30/2005	Des Moines	Standard(1 vs)	7	1
33241	AMERICAN AGRICULTURAL LAW ASSOCIATION	26TH ANNUAL AGRICULTURAL LAW SYMPOSIUM	10/07/2005	10/08/2005	Kansas City	Standard(1 vs)	13.75	1

Activity Summary:

2005 Continuing Legal Education Hours Attended: 32.75¹ 2004 Legal Ethics Hours Attended: 10.25²
2004 Hours Carried Forward: 26.75 2005 Legal Ethics Hours Attended: 2.0²

Total Continuing Legal Education Hours: 61.5
Less 2005 Requirement: 15.0
(Not applicable to 2005 Bar Admittance)

Continued Legal Education Hours Carried Forward: 30.0
(Not to exceed 30.0 hours)

¹Maximum 6.0 hours of "Webcast on Demand" activities can be accepted.
²During the two year period from January 1, 2004 to December 31, 2005, a minimum of 2.0 hours of activities attended must be devoted exclusively to the area of legal ethics.

After you have performed any necessary updates, begin the Submit Annual CLE Report process again and click the [Submit] button to submit the report to the Commission on CLE.

After you click the “Continue” button you will be shown the fee payment page shown at the right. This page allows you to enter your contact information, including an email address, and then select a method for payment of the fees due.

Select the payment method you desire using the selection box shown in the “Payment Method” section of the page. You will then be shown the specific page associated with your choice of payment method.

[Exit](#)

Make a Payment

[My Payment](#)

State of Iowa TEST site

Amount Due \$445.00

[Payment Information](#)

Frequency One Time

Payment Amount \$445.00

Payment Date Pay now

[Contact Information](#)

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

[Become a Registered User](#)

[Payment Method](#)

Payment Method Select

[Continue](#) [Cancel](#)

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If you select payment by credit card, the payment method portion of the screen will expand as shown to the right. The credit card payment screen that allows payment by MasterCard, Visa, or Discover credit cards.

[Payment Method](#)

Payment Method Credit/Debit Card

Card Number

Expiration Date Month Year

Card Security Code

Card Billing Address ☒ Use my contact information address ☐ Use a different address

[Continue](#) [Cancel](#)

If you select payment by e*Check, the payment method portion of the screen will expand as shown to the right. The bank payment screen allows direct payment from your bank account.

[Payment Method](#)

Payment Method Checking or Savings

Sample Check

123 Main St
Anytown, MO 12345

DATE: 1215

PAY TO THE ORDER OF \$ 1215 DOLLARS

123456789 000 123456789 000 1215

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings

☐ This is a business account

[Continue](#) [Cancel](#)

Once you have selected and input your payment, you will be shown a payment review screen. The payment review screen for a credit card payment is shown to the right. After you review and confirm the information on this screen, click on the [Confirm] button.

Review Payment
Please review the information below, and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014

Payment Method

Payer Name	Paul Wieck
Card Number	*1111
Expiration Date	Jan-2015
Card Type	Visa
Confirmation Email	wieck@address.gov

Billing Address

Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA

Contact Information

First Name	Paul
Last Name	Wieck
Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA
Phone Number	5157258029
Email Address	wieck@address.gov

Confirm [Back](#)

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You then will be shown a payment confirmation screen. The payment confirmation screen for a bank account payment is shown to the right.

At the payment confirmation screen, you will be given an opportunity to print a copy of the payment confirmation screen to your local printer. A confirmation message also will be sent to the email address you specified in the contact information.

Confirmation
Please keep a record of your Confirmation Number, or [print this page](#) for your records.
Confirmation Number **IOWTST002210299**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014
Status	SCHEDULED

Payment Method

Bank Routing Number	011000206
Bank Name	BANK OF AMERICA N.A.
Bank Account Number	*3435
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	wieck@courts.gov

Continue

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To return to the OPR front page, click the [Continue] button.

CLE Reporting by Reciprocity for Nonresident Attorneys

Iowa Court Rule 41.9 adopts a reciprocity reporting alternative with respect to continuing legal education (CLE) attendance, intended to ease the reporting process for out-of-state attorneys and likely reduce the number of out-of-state CLE events submitted for accreditation in Iowa. The rule allows nonresident attorneys to certify attendance of the same number of hours required for resident Iowa attorneys, and that those hours were accredited by the CLE regulatory body in the attorney's resident state or the District of Columbia. The rule denies the out-of-state reporting alternative to attorneys who, although residing outside Iowa, are in fact practicing in Iowa. Lawyers who are in fact practicing in Iowa must file the normal annual CLE report.

Attorneys who qualify for CLE reporting by reciprocity are still be required to log in to their lawyer account page during the normal annual reporting period and file a report. They have the option to file the normal annual CLE report, or if they qualify for reporting by reciprocity they may file the reciprocity report in lieu of the normal annual CLE report. An attorney who elects to file the reciprocity report must certify as part of the submission process that he or she meets all of the requirements of rule 41.9. The attorney must specify the number of CLE hours and ethic hours claimed by reciprocity for the reporting year. This permits normal CLE calculations, including carryforward hours, to facilitate movement back and forth between the regular CLE report and the reciprocity report from year to year. In addition, the attorney must pay the normal annual CLE administrative fee (currently \$10), and any late filing fees that might apply. The attorney's answers to the qualification questions and overall certification are captured in the database. It is possible for the attorney or the OPR staff to generate a pdf edition of that report, based on the captured data elements, just as the normal annual CLE report for a given year can be generated for any year in which a normal report is submitted.

To start the process of filing your annual CLE report by reciprocity, click on the menu item [Submit CLE Report by Reciprocity] under the CLE Functions heading.



My Account Page for Lawyer

PAUL H. WIECK II
Commission ID: 13939
ICIS PIN: AT0008523
Click box below to perform the task.

General Functions	CLE Functions
Maintain Personal Information	Maintain CLE Transcript
Apply for Certificate of Exemption	Submit Annual CLE Report
Request Reinstatement Instructions	Submit CLE Program
Review Payment History	Review Submitted CLE Programs
View Compliance History	View Prior Annual CLE Reports
Tutorial	File for Regular CLE Extension
Video Tutorial	Submit CLE Report By Reciprocity

Judicial Nominating Elections	Client Security Functions
Email Nominating Petition	Submit Annual Client Security Report
Vote in Current Election	View Prior Annual Client Security Reports

You will see an explanation page similar to the one shown below. After you have read and understood this explanation, click [Continue] to proceed to the report submission process.

Step 1 - Submit Annual CLE Report by Reciprocity

Iowa Court Rule 41 .9 adopts a reciprocity reporting alternative with respect to continuing legal education (CLE) attendance, intended to ease the reporting process for out-of-state attorneys. Rule 41 .9 allows nonresident attorneys to certify attendance of the same number of hours required for resident Iowa attorneys, and that those hours were accredited by the CLE regulatory body in the attorney's resident state. The rule denies the out-of-state reporting exemption to attorneys who, although residing outside Iowa, actually practice in Iowa during the reporting year.

Attorneys who qualify to file the CLE report by reciprocity have the option to file the normal annual CLE report, or if they qualify for reporting by reciprocity they may file the reciprocity report in lieu of the normal CLE report. An attorney who elects to file the reciprocity report must certify as part of the submission process that he or she meets all of the requirements of rule 41 .9, and specify the number of CLE hours and ethics hours for which credit is claimed by reciprocity for the reporting year. In addition, the attorney is required to pay the normal annual CLE administrative fee and any late filing fees that may apply. The commission may require any member who claims exemption under this rule to provide proof of attending the accredited continuing legal education in the other jurisdiction.

To qualify to submit your CLE report by reciprocity, you must certify that during the calendar year to which your report of continuing legal education (CLE) attendance pertains:

You resided in another state or the District of Columbia.

You did not practice law in Iowa at any time.

You attended at least 15 clock-hours of CLE accredited by the CLE regulatory body in your state of residence or the District of Columbia.

You attended at least three clock-hours in the area of legal ethics accredited by the CLE regulatory body in your state of residence or the District of Columbia every two-year biennium ending in the odd-numbered year.

In addition, you must designate the state or District of Columbia whose CLE regulatory body accredited the CLE upon which your certification is based, and you must specify the number of CLE hours and ethics hours for which you claim credit by reciprocity for the reporting year.

You may submit your report of CLE by reciprocity by selecting the "Continue" button below, or you may return to your lawyer account page by selecting the "Go to My Account" button.

[Go To My Account](#) [Continue](#)

You will be shown a screen similar to the one on the right. On this page, you must certify each of the qualifications for filing by reciprocity. You also must specify the number of CLE hours and ethics hours claimed by reciprocity for the reporting year. This permits normal CLE calculations, including carryforward hours, to facilitate movement back and forth between the regular CLE report and the reciprocity report from year to year.

If all of the following information is correct, review the certification at the bottom of page, and click on the [Submit] button.

Step 2 - Submit Annual CLE Report by Reciprocity

I hereby certify to the Iowa Supreme Court that during the calendar year to which this report of continuing legal education (CLE) attendance pertains:

I resided in a state other than Iowa or in the District of Columbia. ☐ Yes ☐ No

I did not practice law in Iowa at any time. ☐ Yes ☐ No

I attended at least 15 clock-hours of CLE accredited by the CLE regulatory body in my state of residence or the District of Columbia. ☐ Yes ☐ No

The number of clock-hours of CLE I claim credit for by reciprocity for the reporting year is:

I have attended at least three clock-hours in the area of legal ethics accredited by the CLE regulatory body in my state of residence or the District of Columbia every two-year biennium ending in the odd-numbered year. ☐ Yes ☐ No

The number of clock-hours of legal ethics CLE I claim credit for by reciprocity for the reporting year is:

The state or District of Columbia whose CLE regulatory body accredited the CLE upon which my certification is based is:

I hereby submit this report pursuant to Iowa Court Rule 41 .9 and certify to the Iowa Supreme Court that the above report is true and correct and I qualify to file this report of satisfaction of continuing legal education (CLE) requirements in Iowa through attendance at CLE events accredited by the CLE regulatory body in my state of residence.

[Back](#) [Submit](#)

After you click the “Submit” button you will be shown the fee payment page shown at the right. This page allows you to enter your contact information, including an email address, and then select a method for payment of the fees due.

Select the payment method you desire using the selection box shown in the “Payment Method” section of the page. You will then be shown the specific page associated with your choice of payment method.

If you select payment by credit card, the payment method portion of the screen will expand as shown to the right. The credit card payment screen that allows payment by MasterCard, Visa, or Discover credit cards.

If you select payment by e*Check, the payment method portion of the screen will expand as shown to the right. The bank payment screen allows direct payment from your bank account.

Once you have selected and input your payment, you will be shown a payment review screen. The payment review screen for a credit card payment is shown to the right. After you review and confirm the information on this screen, click on the [Confirm] button.

Review Payment
Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014

Payment Method

Payer Name	Paul Wieck
Card Number	*1111
Expiration Date	Jan-2015
Card Type	Visa
Confirmation Email	wieck@address.gov

Billing Address

Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA

Contact Information

First Name	Paul
Last Name	Wieck
Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA
Phone Number	5157258029
Email Address	wieck@address.gov

Confirm [Back](#)

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You then will be shown a payment confirmation screen. The payment confirmation screen for a bank account payment is shown to the right.

At the payment confirmation screen, you will be given an opportunity to print a copy of the payment confirmation screen to your local printer. A confirmation message also will be sent to the email address you specified in the contact information.

Confirmation
Please keep a record of your Confirmation Number, or [print this page](#) for your records.
Confirmation Number **IOWTST002210299**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014
Status	SCHEDULED

Payment Method

Bank Routing Number	011000206
Bank Name	BANK OF AMERICA N.A.
Bank Account Number	*3435
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	wieck@courts.gov

Continue

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To return to the OPR front page, click the [Continue] button.

Submit Your Annual Client Security Report

Before you begin the process of filing your annual Client Security report, you should:

- 1) review your personal information for accuracy;
- 2) have your Visa, Mastercard, Discover, or e*Check information available to pay the filing fees.

To start this process, click on the menu item [Submit Annual Client Security Report] under the Client Security Functions heading.

You will see an explanation page similar to the one shown below. After you have read and understood this explanation, click [Continue] to proceed to Step 1 of the report submission process.

Submit Annual Client Security Report

This process is used to file your annual report with the Client Security Commission and pay required fees and assessments. Under Rule 39.8(1) you are required to prepare and file a Combined Statement and Questionnaire with the Commission in the year of your admission to the bar, and every year thereafter that you have not been awarded exempt (also known as retired or inactive) status. **You must fully complete and file this form with the Commission on or before March 10th of each year. A penalty automatically is assessed and payable with respect to any report not filed with the Commission on or before March 10th.**

Changes in your personal information cannot be made directly as part of this reporting process. If changes are necessary in your personal information, you should return to the My Account Page for Lawyers and click on the "Maintain Personal Information" button to make those changes before returning to this reporting process.

The first page of the report process shows your current status as reflected on the records of the Client Security Commission. In some situations this status may be amended as part of the annual report process, and in other situations an amendment must be made by the staff at the commission office. You should read the note adjacent to the status field for further information.

The initial page in this process shows the fees and assessments you will be required to pay, based on your current status. Fees due with this report are specified in Rules 39.5 and 39.6, as follows:

Annual Fee to Support the Disciplinary System: **Unless you qualify for an exemption specified in the rules, you are required to pay an annual fee of \$175.00 for support of the disciplinary system.** Lawyers in full-time military service and federal or state judges are exempt from payment of the annual disciplinary fee. Judicial magistrates and administrative law judges are not exempt from payment of the annual disciplinary fee. Lawyers newly admitted by examination are exempt from the disciplinary fee for the calendar year of their admission. The obligation to pay this fee is separate and distinct from the client security assessment described in the following paragraph.

Assessment for the Client Security Trust Fund: The commission's reporting system will automatically calculate your required assessment for the Client Security Trust Fund based on your commission status and the prior assessments you have paid. Lawyers who have not previously paid a total of \$200 in assessments will have an assessment of \$50 to pay unless specifically exempted under the rules. Lawyers newly admitted by examination are exempt from the assessment during the year of their admission and the first year thereafter. Lawyers in full-time military service are exempt from the assessment. Lawyers who previously have paid \$200 or more in assessments will have a regular assessment to pay or a special assessment to pay, depending on the status of the fund. Additional information regarding the required assessment is available in Iowa Court Rule 39.6 and in the annual reporting instructions issued by the Office of Professional Regulation.

You must complete all portions of this report, including the questionnaire set out in Step 2 of the process. If a question is not applicable to your situation, you must so indicate by selecting the "Not Applicable" response.

You have a responsibility under Rule 39.8(1) to supplement your Combined Statement and Questionnaire with amended answers within thirty days of any change in the information indicated on this report. Supplemental reports may be filed by letter addressed to the Client Security Commission. This includes changes of address, which may be submitted using the "Maintain Personal Information" menu item on the My Account Page for Lawyers. Should you have any questions regarding the foregoing, please do not hesitate to contact the staff at the office of the Court's commissions.

If you do not practice law in Iowa and your present position does not require you to be eligible to practice law in Iowa, you may wish to apply for a Certificate of Exemption. You may apply for a certificate of exemption by returning to the My Account Page for Lawyers and selecting the appropriate menu item.

FAILURE TO FILE THIS REPORT AND PAY THE REQUIRED FEE AND PENALTY CAN RESULT IN THE SUSPENSION OF YOUR RIGHT TO PRACTICE LAW IN IOWA.

Continue

You will be shown a screen similar to the one on the right, which displays your current personal information and your fees payable for the reporting year based on your current status. You will want to review your Client Security status in addition to the other personal information.

If you need to update the personal information, click the [Maintain Personal Information] at the bottom of the page.

If you need to update the Client Security status, click on the line entitled "Click here to change status".

After you have performed any necessary updates, you may need to begin the Submit Annual Client Security Report process again, review this page again, and then click the [Continue] button to proceed to the next step of the submission process.

Step 1 - Submit Annual Client Security Report

Name: PAUL H. WIECK II
Commission ID:
SSIt
Client Security Status: Government Lawyer [Click here to change status](#)

Business Address:

Address1: Judicial Branch Building
Address 2: 1111 East Court Avenue
Address 3:
Country: United States
City: Des Moines
State: Iowa
Province:
Zip/Postal Code: 50325 -
Business Phone: (515) 725-8029
Business Fax: (515) 725-8032
Mobile Phone:

Home Address:

Address1:
Address 2:
Address 3:
Country: United States
City: Des Moines
State: Iowa
Province:
Zip/Postal Code: 50325 -
Home Phone:
Home Fax:
Resident County: Polk

Email1: paul.wieckii@jb.state.ia.us
Email2:
Admission Date: 06/18/1982
Admission Type: Examination
Firm Name: IOWA SUPREME COURT COMMISSIONS
Position: EXECUTIVE DIRECTOR

Fee and Assessment Due 2006

Total Assessments Paid \$225.00
CS Disciplinary Fee \$125.00
Total Amount Due 2006 \$125.00

Back
Maintain Personal Information
Continue

Note: The annual disciplinary fee is payable every year by any active lawyer except judges and persons serving on full-time military duty.

The fee and assessment block also shows the total assessments you have paid into the Client Security Trust Fund during your career as an Iowa lawyer. Lawyers who have paid in a lifetime total of \$200 or more generally will have a regular assessment of \$50 to pay. If the Client Security Trust Fund balance declines to the point that it warrants a special assessment, a special assessment of \$140 or \$70 (depending on status) will be payable in lieu of the \$50 regular assessment. Lawyers who have not yet paid in a lifetime total of \$200 generally will have a \$50 installment on the initial \$200 assessment payable to the Client Security Trust Fund, in addition to the annual disciplinary fee. Information regarding the assessment due in any particular reporting year is provided in an email advisory and on the Client Security Commission web page before the filing season begins.

Clicking [Continue] at Step 1 will bring up the screens entitled Step 2, which consist of the questions traditionally placed on the reverse side of the paper report form. You must answer each question in some form – yes, no or not applicable. In most cases an answer of no, and in one case an answer of yes, will require an explanation in the explanation window.

When you are done answering the questions posed during Step 2 of the process, click the [Continue] button at the bottom of the page to proceed to Step 3. If there is an omission in your answers, the site will prompt you to resolve the omission before allowing you to continue to Step 3.

Step 2 - Submit Annual Client Security Report

Please answer ALL Questions.

11. Do you keep all funds of clients for matters involving the practice of law in Iowa in separate interest-bearing trust accounts located in Iowa?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

12. Are all retainers, regardless of size, (other than general retainers as defined in Court Rule 45.8) deposited in your trust account?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

13. Do you or at least one lawyer of your law firm train and supervise your nonlawyer staff's involvement with your trust account?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

14. Are reconciliations of your trust account balances with bank statement balances and individual client ledger balances performed monthly?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

15. Do you or at least one lawyer of your law firm review monthly trust account reconciliations prepared by nonlawyer staff?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

16. Are books and records relating to funds of clients preserved for a least six years after completion of the employment to which they relate?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

17. During 2005 to date, was your trust account ever overdrawn or were any trust account checks dishonored because of insufficient funds in the account?

☐ Yes
☐ No
☐ Not Applicable

If yes, enter explanation.

18. Are you presently serving as a court appointed executor, conservator, or trustee?

☐ Yes
☐ No
☐ Not Applicable

19. (You must answer this question only if you answered Yes to question 18.) Have you posted a bond pursuant to Court Rule 30.13?

☐ Yes
☐ No
☐ Not Applicable

If no, enter explanation.

Back

Continue

A sample of the page associated with Step 3 of the process is shown at the right.

In this step, you verify and amend your lawyer trust account information. Under Active Accounts, this page will list your current active lawyer trust accounts, based on your last report to the Commission.

You should review this list for accuracy, and remove any account that no longer exists. You may add a new or existing trust account not already listed under Active Accounts by clicking the [Add Account] button.

If you click on the [Add Account] button, the screen shown at the right will appear for entry of information regarding the account. You may complete all of the blocks and click on the [Save] button to add the account to your report.

Step 3 - Submit Annual Client Security Report

List all financial institutions in which you or your law firm maintain pooled (IOLTA) accounts in which funds of clients for matters involving the practice of law in Iowa are placed, the name of each account and the account number of each account.

Please do not list your law firm business account or operating account in response to this question. Also, please do not list non-IOLTA trust accounts (trust accounts established for the benefit of a single client) or fiduciary accounts for which you have signature authority. Your non-IOLTA trust accounts and fiduciary accounts will be audited periodically as part of the Commission's normal audit process, but need not be reported annually.

Active Accounts				
Financial Institution Name	City	Account Name	Account Number	Opened Date
No Records Exist				

New Accounts				
Financial Institution Name	City	Account Name	Account Number	Opened Date
No Records Exist				

Step 3 - Submit Annual CS Report Create Account

Financial Institution:

Account Name:

Account Number:

City:

Date Opened (mm/dd/yyyy):

Note: Include only your pooled (IOLTA) Trust Account(s) on this page. Do not list any separate fiduciary accounts, and do not list your business or operating accounts.

Once you are satisfied with the accuracy of the information shown on this page, click on [Continue] to proceed to Step 4.

If all of the following information is correct, review the certification at the bottom of page, mark the “I Agree” block and then click the [Continue] button.

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After you click the “Continue” button you will be shown the fee payment page shown at the right. This page allows you to enter your contact information, including an email address, and then select a method for payment of the fees due.

Select the payment method you desire using the selection box shown in the “Payment Method” section of the page. You will then be shown the specific page associated with your choice of payment method.

If you select payment by credit card, the payment method portion of the screen will expand as shown to the right. The credit card payment screen that allows payment by MasterCard, Visa, or Discover credit cards.

If you select payment by e*Check, the payment method portion of the screen will expand as shown to the right. The bank payment screen allows direct payment from your bank account.

Once you have selected and input your payment, you will be shown a payment review screen. The payment review screen for a credit card payment is shown to the right. After you review and confirm the information on this screen, click on the [Confirm] button.

Review Payment
Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014

Payment Method

Payer Name	Paul Wieck
Card Number	*1111
Expiration Date	Jan-2015
Card Type	Visa
Confirmation Email	wieck@address.gov

Billing Address

Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA

Contact Information

First Name	Paul
Last Name	Wieck
Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA
Phone Number	5157258029
Email Address	wieck@address.gov

Confirm [Back](#)

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You then will be shown a payment confirmation screen. The payment confirmation screen for a bank account payment is shown to the right.

At the payment confirmation screen, you will be given an opportunity to print a copy of the payment confirmation screen to your local printer. A confirmation message also will be sent to the email address you specified in the contact information.

Confirmation
Please keep a record of your Confirmation Number, or [print this page](#) for your records.
Confirmation Number **IOWTST002210299**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014
Status	SCHEDULED

Payment Method

Bank Routing Number	011000206
Bank Name	BANK OF AMERICA N.A
Bank Account Number	*3435
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	wieck@courts.gov

Continue

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To return to the OPR front page, click the [Continue] button.

Submit a CLE Program (for Approval)

This process allows a lawyer to submit a program and associated class sessions for approval by the Commission on Continuing Legal Education.

***Tip:** Before submitting a CLE program for accreditation, check to make sure it has not already been approved for credit (see page 3 of this handout).

***Tip:** Cutting and pasting text into the Description box will cause a system error.

***Tip:** You must hit [Add Class] before hitting the [Continue] button.

***Tip:** If the submission will not go through, check the size of the attachment. There is a limit to the amount of information the system can upload.

Step 1 - Submit CLE Program

Required fields are identified by an asterisk (*)

*Program Name:

Description:

*Sponsor:

*Attachments:

Attachment Instructions: Minimum of one (1) attachment is required. Generally, this should be the agenda or brochure for the program, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time. For additional guidance, see the discussion at the bottom of this page or call the Commission at (515) 725-8029.

Area of Law:

Classes:

*Start Date (m/m/yyyy)	*End Date (m/m/yyyy)	*City	*Title	Address	Phone (xxx-xxx-xxxx)	*Credit Minutes Requested	*Ethics Minutes Requested	*Class Type	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="button" value="Remove"/>

At least one class session must be created for each program. The type of class session may vary.

Also, at least one attachment must be uploaded. Generally, this will be the agenda or brochure for the program, which should include sufficient detail regarding the schedule and content to allow the Commission to make an informed determination regarding both seminar content and actual instruction time. The lawyer also may want to upload the outlines for sessions for which ethics credit is requested, especially if the general brochure or agenda does not specifically describe the ethics content. There is a system-imposed limit to the size of attachments, and lawyers are asked not to upload outlines for seminars in their entirety. Attachments uploaded by the lawyer will be available to the public, including lawyers browsing the database of CLE programs in search of classes to attend.

The "Area of Law" designation is optional, and is collected only as an aid to lawyers seeking programs or classes pertaining to particular subject matter.

The "Credit Minutes Requested" and "Ethics Minutes Requested" should be completed with the lawyer's calculation of the total actual instruction time and total actual legal ethics instruction time, respectively. Time used for breaks, meals, introductory remarks and concluding remarks should not be counted when calculating instruction time.

Additional information regarding the accreditation policies of the Commission is available at the Commission's general web page:

http://www.iowacourts.gov/Professional_Regulation/Attorney_RegulationCommissions/CLE/

During Step 2 of the process, you will review your submission for accuracy, and then submit it to the commission for review.

If some of the data is incorrect, click the [Back] button to go to the previous page and correct the data. If all of the information is correct, click the [Submit] button.

Step 2 - Submit CLE Program

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go to the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Program name: Sample Program Name
 Program Description: This is a description.

Sponsor: 2A BAR ASSOCIATION

Attachments: **Uploaded files**
 Front Page.pdf

Area of Law: Banking Law

Classes:

Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Ethics Minutes Requested	Class Type
05/01/2005	05/02/2005	Des Moines	Iowa			540	120	Standard(live)

[Back](#) [Submit](#)

At Step 3, you will be shown a confirmation screen.

You may print a copy for your records using your browser controls. Clicking the [Go to My Account] button will return you to the main menu.

Step 3 - Submit CLE Program

The following program has been submitted for approval. Please print a copy of this page for your records.

Program name: Sample Program Name
 Program Description: This is a description.

Sponsor: 2A BAR ASSOCIATION

Attachments: **Uploaded files**
 Front Page.pdf

Area of Law: Banking Law

Classes:

Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Ethics Minutes Requested	Class Type
05/01/2005	05/02/2005	Des Moines	Iowa			540	120	Standard(live)

[Go To My Account](#)

Review Submitted CLE Programs

This process allows a Lawyer to view the programs and classes submitted by the lawyer for approval by the commission. All of the programs and classes submitted by the lawyer during approximately the past two years will be listed, in descending chronological order. The current approval status--Pending, Approved or Denied--will be shown for each class session. The lawyer may narrow the display of programs by entering a keyword search term or terms, hitting the [Find Now] button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the lawyer will be shown and will be available for download.

Continuing Legal Education Events Basic Search

NOTE: You must provide a value for at least one of the fields below to search Program Name and Program Description.

Keyword Search:

[Find](#)

Review Submitted Programs

Program Name: Sample Program Name
 Program Description: This is a description.
 Area Of Law: Banking Law

Attachments: [Front Page.pdf](#) (45294)

Classes:

Activity ID	Start Date	End Date	City	State	Credit Minutes Requested	Ethics Minutes Requested	Credit Minutes Approved	Ethics Minutes Approved	Class Type
10000	05/01/2005	05/02/2005	Des Moines	Iowa	540	120	0	0	Pending

Program Name: Test Program
 Program Description: This is a test entry made to determine functionality of the Submitted CLE Program submission.
 Area Of Law: Trial Law

Attachments: [Sample Program Outline March 24, 2004.doc](#) (896)

Classes:

Activity ID	Start Date	End Date	City	State	Credit Minutes Requested	Ethics Minutes Requested	Credit Minutes Approved	Ethics Minutes Approved	Class Type
10000	05/01/2005	05/02/2005	Des Moines	Iowa	540	120	0	0	Pending

Program Name: 2005 Annual Meeting
 Program Description: Any

Attachments:

Classes:

Activity ID	Start Date	End Date	City	State	Credit Minutes Requested	Ethics Minutes Requested	Credit Minutes Approved	Ethics Minutes Approved	Class Type
10000	05/01/2005	05/02/2005	Des Moines	Iowa	540	120	0	0	Pending

16 Results Found
[22 x 55](#)

File for an Extension of Time to File Your CLE Report

The Commission does grant extensions of time when circumstances warrant, but generally does not grant outright waivers of the requirements. You must provide a reasonably detailed and specific statement of the hardship or extenuating circumstances upon which your application is based, and a reasonably specific statement of the relief you are seeking. The maximum possible extension the Commission may grant is six months beyond the end of the period during which the required CLE should have been completed.

To start this process, click on [File for Regular CLE Extension].

Iowa Court Rule 42.5 authorizes the Commission on Continuing Legal Education to grant waivers of minimum regular CLE requirements or extensions of time in which to fulfill the requirements and file required reports.

When you are satisfied with your entries, click [Continue] to proceed to the next step.

Step 1 - File for CLE Extension

Required fields are identified by an asterisk (*)

*Hardship or extenuating circumstance:

*Relief Sought:

The regular annual CLE fee will be collected with any request for a regular CLE extension unless it already has been paid for the year. Also, a \$25 extension fee is payable with any regular CLE extension request submitted after January 15th following the year in which the CLE should have been completed.

[Continue](#)

In Step 2, you will review your request for accuracy. If editing is necessary, click the [Back] button to return to Step 1. If the information is correct, you may submit it to the commission by clicking the [Continue] button.

Step 2 - File for Extension

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Continue' button.

*Type of Extension you want: Both

*Hardship or extenuating circumstance: Illness made it difficult to attend CLE the last six months of the year.

*Relief Sought: Extension of time until May 1st to complete the required CLE.

[Back](#)

[Continue](#)

Once you have submitted the extension request, you will see the payment screen. The regular annual CLE fee will be collected with any request for a regular CLE extension unless it already has been paid for the year. Also, a \$25 extension fee is payable with any regular CLE extension request submitted after January 15th following the year in which the CLE should have been completed.

At Step 4, you will be shown a confirmation screen. You may print a copy of the page for your records using the print function in your browser. You should check the "My Account" page later to view the message approving or denying your application after it has been acted upon.

If you do not see a message on your "My Account" page or receive an e-mail message approving or denying your application within ten days, please contact the commissions' office at the e-mail address cle@iowacourts.gov or client.security@iowacourts.gov

Step 4 - File for Extension

Filing for your Extension has been submitted. Please print a copy of this receipt page for your records.

Date/Time	02/08/2006 11:11 AM
Amount	\$25.00
Product Code	
Product Description	
ePayment Transaction Id	20060208171354141122000C00

*Type of Extension you want: Regular CLE

*Hardship or extenuating circumstance: Illness during last six months of 2005.

*Relief Sought: Extension until May 1st.

[Go to My Account](#)

Apply for a Certificate of Exemption

To start this process, click on [Apply for Certificate of Exemption] under General Functions.

You will see an explanation page similar to the one shown to the right. After you have read and understood this explanation, click [Continue] to proceed to Step 1 of the report submission process.

Apply for Certificate of Exemption

An Iowa-licensed attorney who does NOT in fact practice law in Iowa may apply for a certificate of exemption from CLE attendance, reporting and fee payment requirements pursuant to Court Rule 41.7 and a certificate of exemption from client security reporting and fee payment requirements pursuant to Court Rule 39.7. It is permissible to apply for exemption for purposes of one commission, but not the other. A lawyer issued a certificate of exemption from either or both commissions may not practice law in Iowa until reinstated. The practice of law as used in this context includes the examination of abstracts, consummation of real estate transactions, preparation of legal briefs, deeds, buy and sell agreements, contracts, wills and tax returns as well as the representation of others in any Iowa courts, the right to represent others in any Iowa courts, or to regularly prepare legal instruments, secure legal rights, advise others as to their legal rights or the effect of contemplated actions upon their legal rights, or to hold oneself out to do so; or to be a judge or one who rules upon the legal rights of others unless the state nor federal law requires the person so judging or ruling to hold a license to practice law.

Reinstatement from exemption generally requires payment of current fees, the filing of current report forms, and in the case of CLE, showing satisfaction of the continuing legal education requirements the lawyer would have performed had he or she remained active during the period of exemption. Further information regarding reinstatement is available at Court Rules 42.7 and 39.7.

[Go To My Account](#)

[Continue](#)

In Step 2, you will review your request for accuracy. If editing is necessary, click on the [Back] button to return to Step 1. If the information is correct, you may submit it to the commission by clicking the [Submit] button.

Step 2- Apply for Certificate of Exemption

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Name: PAUL H. WIECK

*Commissions: Both

*Reason For Change: Out-Of-State

[Back](#)

[Submit](#)

When you have submitted this request successfully, you will be shown the confirmation screen depicted to the right. A statement regarding the application also will be displayed on your menu page under the Extensions and Exemptions block.

Confirmation- Application for Certificate of Exemption Submitted

Your application has been submitted. You should check the "My Account" page later to view the message approving or denying your application after it has been acted upon. If you do not see a message reflecting approval or denial of your application within ten days, please contact the commissions' office at the e-mail address cle@iowacourts.gov or client.security@iowacourts.gov. A certificate of exemption will be mailed to you if your exemption application is granted.

[Go To My Account](#)

Request Reinstatement Instructions

If your license status is inactive or exempt, or if your license is suspended for failure to comply with reporting and fee payment duties, you may request instructions on the steps you must take to reinstate your license to active status.

To start this process, click on [Request Reinstatement Instructions] under General Functions. The page depicted on the right will be displayed. You will need to enter current address and other contact information, and then click [Continue] to proceed to the next step.

Step 1 - Request Reinstatement Instructions

Required fields are identified by an asterisk (*)

Name: PAUL H. WILCK

*Address to use for Correspondence: ☐ Home ☐ Business

*Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

*Country:

*City:

*State:

Province:

Zip/Postal Code: -

Phone Number: Fxt
(xxx-xxx-xxxx)

Email Address:

[Back](#)

[Continue](#)

If you have entered all required information on the prior page, you then will be shown a confirmation page like the one shown on the right. You will need to review and confirm the accuracy of the information you provided, and then click [Submit] to send the request to the offices of Supreme Court Commissions.

Step 2 - Request Reinstatement Instructions

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Name: PAUL H. WILCK

*Address for Correspondence: Office

*Mailing Address 1: Judicial Branch Building

Mailing Address 2: 1111 East Court Avenue

Mailing Address 3:

*Country: United States

*City: Des Moines

*State: Iowa

Province:

Zip/Postal Code: 50325

Phone Number: 515-725-8029

Email Address: paul.wieckii@jfb.state.ia.us

[Back](#)

[Submit](#)

When you have submitted this request successfully, you will be shown the confirmation screen depicted to the right.

To return to the main menu, click the [Go To My Account] button.

Confirmation - Reinstatement Instructions Sent

Thank you for inquiring regarding reinstatement of your Iowa license to practice law, or regarding reinstatement of your Iowa certification to report as a certified shorthand reporter. An e-mail message or letter containing reinstatement instructions was e-mailed or mailed to you today. If you do not receive this message or letter within seven days, please contact the commissions' office at the e-mail address cle@iowacourts.gov or client.security@iowacourts.gov or by telephone at (515) 725-8029.

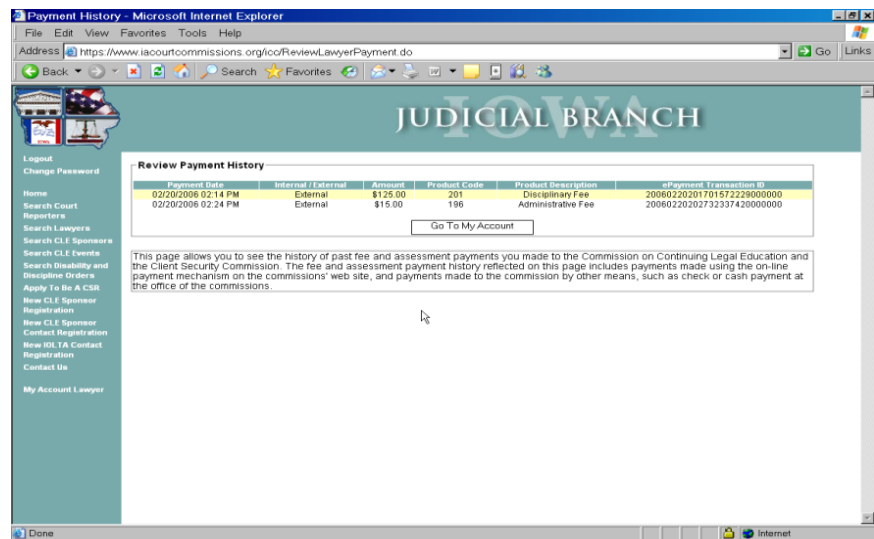
Sincerely,
Paul H. Wieck II, Director, Office of Professional Regulation, Judicial Branch Building, 1111 E. Court Ave., Des Moines, IA 50319
(515) 725-8029 Voice (515) 725-8032 Facsimile

[Go To My Account](#)

Review Your Payment History

To start this process, click on "Review Payment History" under General Functions. If you review this after you have submitted a report and paid the associated fee, the fee payment you made should show up under the history.

To return to the main menu, click the [Go To My Account] button.



View Your Compliance History

To start this process, click on [View Compliance History] under General Functions. A list of the dates you submitted Client Security and CLE reports in prior years will be displayed.

To return to the main menu, click the [Go To My Account] button.

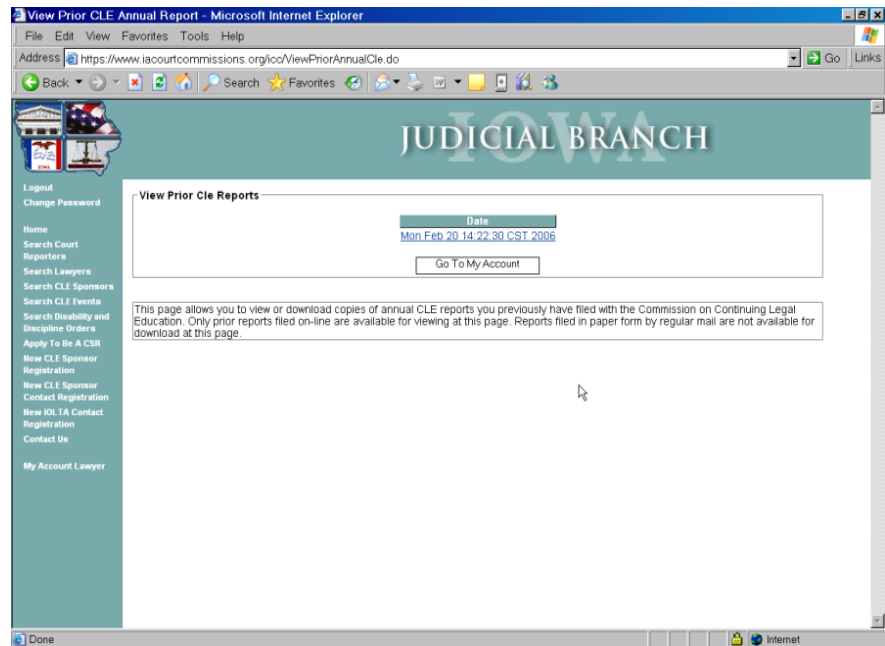


View Your Prior Annual CLE Reports

To start this process, click on [View Prior Annual CLE Reports] under the CLE Functions.

A list of the annual CLE reports you previously have submitted on-line will be displayed. You may see the content of each report by clicking on its listing. Reports submitted in paper form are not available for viewing through this process.

To return to the main menu, click the [Go To My Account] button.



View Your Prior Annual Client Security Reports

To start this process, click on [View Prior Annual Client Security Reports] under Client Security Functions.

A list of the annual Client Security reports you previously have submitted online will be displayed. You may see the content of each report by clicking on its listing. Reports submitted in paper form are not available for viewing through this process.

To return to the main menu, click the [Go To My Account] button.

